

Gateway 100R and Annual Financial Report (AFR)

2013 Overview and Update

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- Per IC 5-11-13
 - Must be filed with the State Examiner.
 - DLGF may not approve the budget of a unit until it is filed.
 - Must be filed electronically via the State Gateway.
 - Due January 31 each year.
 - Must indicate whether the unit offers a health plan, a pension, and other benefits to full-time and part-time employees.

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- Per IC 5-11-13-1.1
 - Must indicate whether the unit has implemented a nepotism policy (IC 36-1-20.2) and a contracting policy (IC 36-1-21). Do **NOT** send copies of these policies to SBOA.

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

	Full-Time	Part-Time
3. Are health benefits provided to employees?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
4. Are pension/retirement benefits provided to employees?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
5. Are any other benefits provided to employees?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Has your unit implemented the following?	
6. A nepotism policy per IC 36-1-20.2	<input checked="" type="radio"/> Yes <input type="radio"/> No
7. A contracting policy per IC 36-1-21	<input checked="" type="radio"/> Yes <input type="radio"/> No

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- What if I didn't have a nepotism or contracting policy when I filed the 2012 100R in January 2013, but I do now?
 - So that you will be able to get your budget approved, you will need to contact us by email at annualreports@sboa.in.gov and ask us to unlock your 2012 100R. You can then make changes and re-submit it.

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- Who to Report

- Report ALL people employed by the unit for the previous year. This includes part time, temporary, and seasonal employees. If a W2 is issued, that person should be listed on the Gateway 100R. IRS Publication 15 has guidelines for determining if someone is an employee or a contractor. Elected officials including board members should be included.

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- What to Report
 - Report the total compensation paid to the employee during the previous year. Use IRS Publication 15 as a guideline as to what to include as compensation. For specific questions, check the user guide and consult your tax professional.

100R Employee Data Entry

[Return to 100R Main Menu](#)

Set Default Address

Add Row

Delete	Last Name	First Name	Middle Initial	Department Name	Business Address	Business City	Bus. State Abr.	Business Zip Code	Job Title	Total Compensation	
✖	Required	Required			Required	Required	Requi	Required	Required	Required	
✖	Required	Required			Required	Required	Requi	Required	Required	Required	
✖	Required	Required			Required	Required	Requi	Required	Required	Required	

- New for 2013
 - Ability to auto fill address fields.

[Return to 100R Main Menu](#)

Add Row

[illegible]

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- New for 2013
 - Ability to auto fill address fields.

The following address fields can auto populate the grid by entering defaults below. Click **Apply** to add the entered default fields to each blank record. Default fields will also apply to newly added rows.

Business Address	Business City	Business State Abr	Business Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Apply **Cancel**

name	Initial	Department name	Business Address	Business City	State Abr.	Code	Job title	Compensation
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Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- New for 2013
 - Ability to auto fill address fields.

100R Employee Data Entry

[Save All Work](#)[Return to 100R Main Menu](#)

Enter total compensation for the reporting year for each employee for which you should have supplied a W-2. Many units inappropriately report board member payments on 1099s. According to IRS requirements they should be issued W-2s, and therefore should be included on the 100R.

[Set Default Address](#)[Add Row](#)

Delete	Last Name	First Name	Middle Initial	Department Name	Business Address	Business City	Bus. State Abr.	Business Zip Code	Job Title	Total Compensation
✗	Required	Required			1 Main Street	Anywhere	IN	46227	Required	Required
✗	Required	Required			1 Main Street	Anywhere	IN	46227	Required	Required
✗	Required	Required			1 Main Street	Anywhere	IN	46227	Required	Required

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- New for 2013

- Attestation Statement

- Certifies that the data is accurate to the best of your knowledge and belief.
 - Must be signed by the official.
 - Must be **mailed** within 5 days of submitting on Gateway.
 - If you re-submit your 100R on Gateway, you **MUST** print, sign and mail a new attestation form.
 - Part of the Submission Process.

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- New for 2013
 - Attestation Statement

Year: 2013

100R Main Menu

The sections below are the ones that are required to complete your report. Some of these sections are based on the answers that you gave to the questions on the previous screen. To change any of the answers to those questions, click on the Unit Questions option on the menu.

		Status
Unit Questions	The answers to these questions help tailor the form and validation to your unit.	Complete
Employee Data Entry	Use the form entry for manual entering of the information or to edit what you uploaded.	3 Rows Entered
100R Report Outputs	Once you have entered or uploaded your information, you can use this option to view your entries, print them, or download them into an Excel file.	Available
Submit 100R	This process includes validation to ensure the information has been entered properly and that the number of records matches the number of employees you indicated in the Questions section. Once any errors have been corrected, you will see the Proceed to Submit button appear and you will click on that to complete the submission.	Not Submitted

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- New for 2013
 - Attestation Statement

Submit 100R

Please review the following summary before certifying that the 100R data is complete.

100R Data Summary

Employee Counts	
Count Stated in Unit Questions	3
Count From Entered Records	3
Compensation Summary	
Maximum Salary	\$1,000.00
Minimum Salary	\$500.00
Total Salary	\$2,000.00

Submit Report

Proceed to Submit the 100R

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- New for 2013
 - Attestation Statement

Submit 100R

County: Harrison County

Unit: Boone Township

Year: 2013

CERTIFICATION: This is to certify that the data contained in this report is accurate and agrees with the employment records, to the best of my knowledge and belief.

Submit This Report

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- New for 2013
 - Attestation Statement

Submit 100R

County: Harrison County
Unit: Boone Township
Year: 2013

This 100R for Boone Township was submitted online to the State Board of Accounts on . You may print a copy of this page for your records.

To complete your 100R Report submission via Gateway you must sign and mail the Attestation Form below to the address below within 5 days of submitting your report via Gateway using this form

[DOWNLOAD ATTESTATION FORM](#)

[Return to the 100R Main Menu](#)

**State Board of Accounts
Compensation of Public Employees (100R)
Attestation Form**

To complete your Compensation of Public Employees (100R) submission via Gateway you must **sign** and **mail** this Attestation Form to the address below within **5 days** of submitting your report via Gateway:

**Indiana State Board of Accounts
Attn: 100R Attestation Forms
302 West Washington St, Rm E418
Indianapolis, IN 46204**

The 2013 100R for Boone Township, Harrison County

was submitted via the State

Gateway on 9/19/2013 6:00:00 PM by lbaker@sboa.in.gov.

I, _____,

as the Executive or Fiscal Officer hereby certify that data contained in the 100R report submitted

via Gateway on

9/19/2013 6:00:00 PM is accurate and agrees with the employment records,

to the best of my knowledge and belief.

Signed: _____

Printed Name: _____

Title: _____

Date: _____

Contact Information:

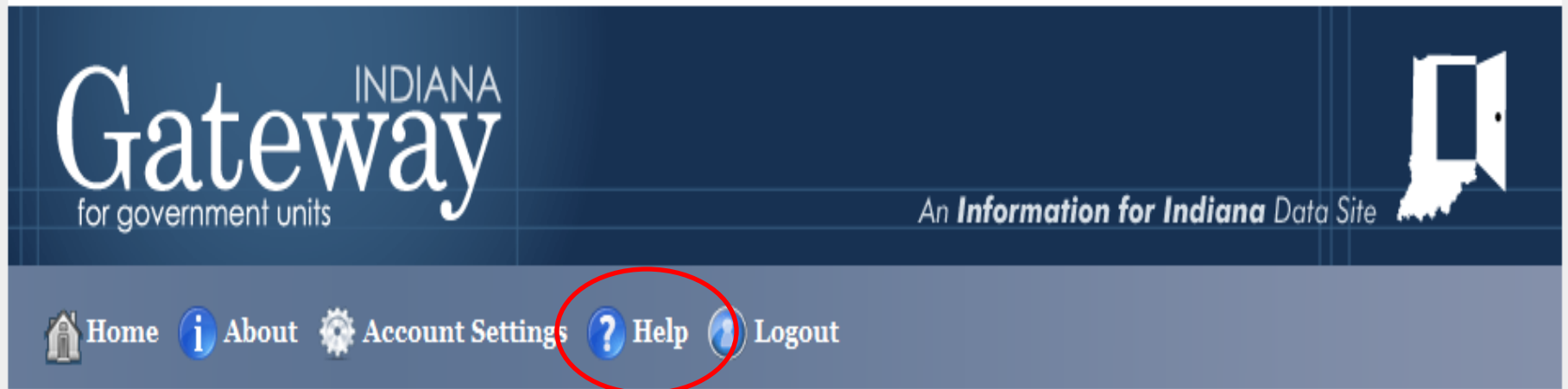
Name: _____

Telephone: _____

Email: _____

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- How can I get help?
 - User Guide



Welcome to the Indiana Gateway for Government Units

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- How can I get help?
 - SBOA Web site at www.in.gov/sboa

SBOA Home
About SBOA
Units We Audit
Career Opportunities
Contact Us
Forms, Publications & Resources
Audit Reports
Manuals
Quarterly Publications
Gateway
Filed Annual Reports
Guidelines for Independent Auditors
Non-Governmental Entity Audit Process
Electronic Forms
Meeting Materials
Electronic and Digital Signatures
Valuation of Capital Assets
Calendar
Resources

SBOA > Gateway > Gateway 100R

Gateway 100R

Gateway INDIANA
for government units
An Information for Indiana Data Site

Login to Live Site (for Local Officials) -
<https://gateway.ifonline.org/login.aspx>

Public Data Site - <http://gateway.ifonline.org/>

Per IC 5-11-13-1 and IC 5-14-3.8-7, the State Board of Accounts has implemented the Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R) on the Gateway. Starting with the 100R due in January 2013 the Gateway will be the only means of submitting your 100R. A 100R submitted by any other means or in any other format WILL NOT BE ACCEPTED.

[Download the 100R User Guide](#)

Who is responsible for submitting the 100R

Per the statutes, the Executive Officer of the unit is responsible for submission of the 100R. For most units the Executive Officer is different than the Fiscal Officer who submits the Annual Report and Budget. Below is a chart comparing the Fiscal Officer vs. the Executive Officer for various units.

Certified Report of Names, Addresses, Duties and Compensation of Public Employees (Form 100R)

- How can I get help?
 - Email the SBOA Help Desk at:
annualreports@sboa.in.gov
 - Email IBRC Technical Support at:
ibrctech@iupui.edu

Annual Financial Report (AFR)

- New for 2013
 - Pension Information required by IC 5-11-20.

Year: 2013

Annual Financial Report Main Menu

The sections below are the ones that are required to complete your annual financial report. Some of these sections are based on the answers that you gave to the questions on the previous screen. If you need to go back and change any of the answers to those questions, click on Unit Questions above.

Unit Information

	Status
Unit Questions	Complete
Schedule of Officials	Complete

Core Reporting

	Status
Financial Data by Fund	6 Fund(s)
Capital Assets	\$7 in Assets
Accounts Payable/Receivable	1 Record(s)
Pensions	1 Record(s)
TA-1	
Disbursements by Vendor	Not Entered

System Functions

Status

Annual Financial Report (AFR)

- New for 2013
 - Pension Information required by IC 5-11-20.
 - If you have other pension plans, you will enter those on the next screen.

Pensions

Please indicate if your unit offers any of these pension plans to your Employees. Check all that apply.

- ☒ Public Employees Retirement Fund
- ☐ Teachers Retirement Fund
- ☐ Police Pension Fund - First Class Cities
- ☐ 1925 Police Pension Fund
- ☐ 1937 Firefighter's Pension Fund
- ☐ 1977 Police and Firefighter's Pension Fund

Does your unit have any other pension plans where the employer makes contributions to the plan or funds any part of the benefits?

☐ Yes ☒ No

Annual Financial Report (AFR)

- New for 2013
 - Pension Information required by IC 5-11-20.
 - If you have other pension plans, answer YES and click Add a Plan.

Does your unit have any other pension plans where the employer makes contributions to the plan or funds any part of the benefits?

☒ Yes ☐ No

[Add a Plan](#)

Plan Name	Edit	Delete
-----------	------	--------

Annual Financial Report (AFR)

- New for 2013
 - Pension Information required by IC 5-11-20.
 - If you have a Defined Contribution Plan, there is no further data entry. Otherwise, you will be asked about the actuarial study for the plan on the next screen.

Pensions

Answer these questions for the full calendar year just ended.

Name of the Pension Plan
Type or class of employees covered by the Plan
Type of Pension Plan

☐ Defined Contribution ☐ Defined Benefit ☐ Combination/Hybrid

Plan Administrator

Company Name
Street Address
City
State
Zip
Contact Person
Phone
e-mail

Employer Sponsoring the Plan
Amount of Employer Contributions \$

Current Number of Participants

Active Employee that are Vested
Active Employees that are Not Vested
Separated Employees But are Vested

Current Number of Retirees

Annual Financial Report (AFR)

- New for 2013
 - Pension Information required by IC 5-11-20.
 - If you have a Defined Benefit or Combination plan, you will be asked if there is an actuarial study for the plan.

Pensions

Has there been an Actuarial study done for this Plan?

☐ Yes ☐ No

Annual Financial Report (AFR)

- New for 2013
 - Pension Information required by IC 5-11-20.
 - If there has not been an actuarial study for the plan, you will be asked when you plan to have one completed. Otherwise, you will be asked to enter the actuarial information for the plan on the next screen.

Pensions

Has there been an Actuarial study done for this Plan?

☐ Yes ☒ No

When are you planning to have an Actuarial Study done?

☐ Next Year ☐ Two Years ☐ More Than Two Years

Add Another Pension

Finished

Go Back

Has there been an Actuarial study done for this Plan?

☒ Yes ☐ No

Please enter the information below from the most recent Actuarial study.

Actuarial valuation date #####

Actuarial Assumptions

Investment Rate of Return

Projected Future Salary Increases

Cost of Living Adjustments

Additional Information

Actual Investment Return for Last Year

Contribution Rates

Employer

Plan Members

Annual Covered Payroll

Actuarial Cost Method

Amortization Period

Amortization Begin Date #####

Asset Valuation Method

Actuarial Results

Actuarial Value of Plan Assets

Actuarial Accrued Liability

Funded Ratio

Net Pension Obligation, Beginning of Year

Annual Required Contribution

Interest on Net Pension Obligation

Adjustment to Annual Required Contribution

Contributions Made

Net Pension Obligation, End of Year

Add Another Pension

Finished

Go Back

Annual Financial Report (AFR)

- New for 2013
 - Attestation Statement
 - Certifies that the data is accurate to the best of your knowledge and belief.
 - Must be signed by the official.
 - Must be **mailed** within 5 days of submitting on Gateway.
 - If you re-submit your AFR on Gateway, you **MUST** print, sign and mail a new attestation form.
 - Part of the Submission Process.

Annual Financial Report (AFR)

- New for 2013
 - Attestation Statement

System Functions

		Status
Annual Report Outputs	Reports may be viewed as PDFs or Excel spreadsheets.	Available
Review Submission	Review any submission errors or warnings.	Available
Submit Annual Report	Review and submit the annual report to SBOA	Not Submitted

Annual Financial Report (AFR)

- New for 2013
 - Attestation Statement

Submit Annual Report

Your report entries have been reviewed to make sure that it meets minimum standards for submission. This review will not be considered a final approval of this submission.

Submission Errors

No errors were found that would prevent submission.

Submission Warnings

There are no warnings for this submission.

Submit Report

Proceed to Submit the Annual Report

Annual Financial Report (AFR)

- New for 2013
 - Attestation Statement

Submit Annual Report

County: Harrison County

Unit: Blue River Townsh

Year: 2013

CERTIFICATION: This is to certify that the data contained in this report is accurate and agrees with the financial records, to the best of my knowledge and belief.

[Submit This Report](#)

Annual Financial Report (AFR)

- New for 2013
 - Attestation Statement

Submit Annual Report

County: Harrison County

Unit: Blue River Township

Year: 2013

This Annual Report for Blue River Township was submitted to the State Board of Accounts on 9/20/2013 4:46:00 PM. You may print a copy of this page for your records.

[Return to the AFR Main Menu](#)

To complete your Annual Financial Report submission via Gateway you must sign and mail the Attestation Form below to the address below within 5 days of submitting your report via Gateway using this form.

[DOWNLOAD ATTESTATION FORM](#)

State Board of Accounts Annual Financial Report Attestation Form

To complete your Annual Financial Report submission via Gateway you must **sign** and **mail** this Attestation Form to the address below within **5 days** of submitting your report via Gateway:

**Indiana State Board of Accounts
Attn: AFR Attestation Forms
302 West Washington St, Rm E418
Indianapolis, IN 46204**

The 2013 AFR for Blue River Township, Harrison County

was submitted via the State

Gateway on 9/20/2013 4:46:00 PM by lbaker@sboa.in.gov.

I, _____,

as the Fiscal Officer, hereby certify that data contained in the Annual Financial Report submitted via Gateway on

9/20/2013 4:46:00 PM is accurate and agrees with the financial records,

to the best of my knowledge and belief.

Signed: _____

Printed Name: _____

Title: _____

Date: _____

Contact Information:

Name: _____

Telephone: _____

Email: _____

Annual Financial Report (AFR)

- New for 2013
 - Ability to upload local government contracts. This is voluntary only.

Annual Financial Report (AFR)

- New for 2013
 - New Funds.
 - Distressed Township/Township Assistance Administration. Fund Code 103001
 - Distressed Township/Township Assistance Benefits. Fund Code 103002

Annual Financial Report (AFR)

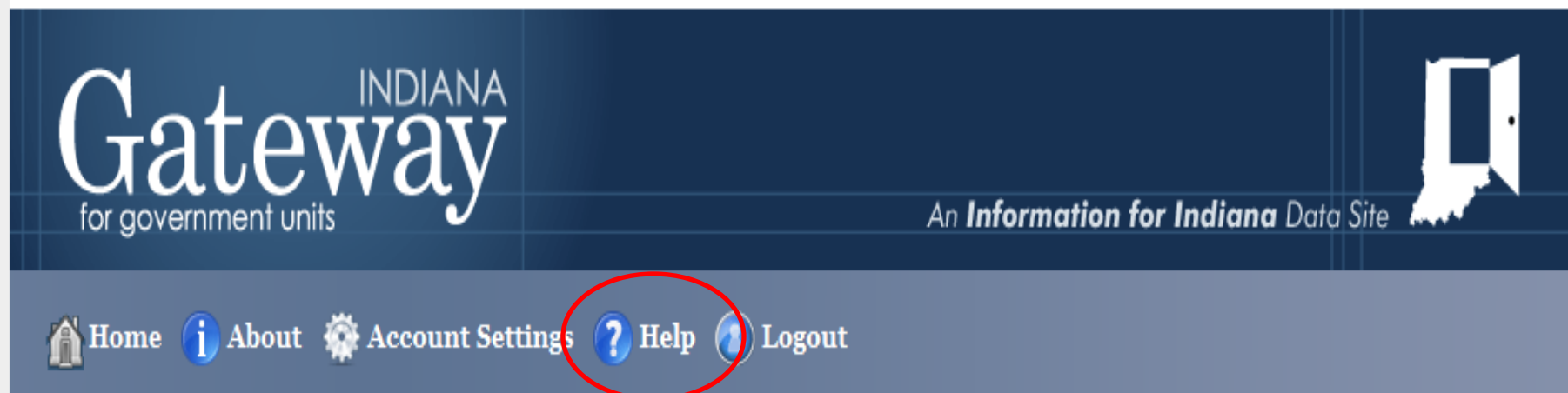
- New for 2013
 - Receipt Changes.
 - The receipt R114 Motor Vehicle/Aircraft Excise Tax Distribution was renamed Vehicle/Aircraft Excise Tax Distribution.

Annual Financial Report (AFR)

- New for 2013
 - Submission Error for Township Disbursements by Vendor.
 - Previously, we have not required the disbursements entered on the Financial Data by Fund screen to equal the disbursements entered on the Disbursements by Vendor screen.
 - For 2013, if they are not equal, you will not be able to submit your report. It is checking the total only, not by fund.

Annual Financial Report (AFR)

- How can I get help?
 - User Guide



Welcome to the Indiana Gateway for Government Units

Annual Financial Report (AFR)

- How can I get help?
 - SBOA Web site at www.in.gov/sboa

The screenshot displays the Indiana State Board of Accounts Gateway website. The header includes the text "Indiana State Board of Accounts" and "Gateway for government units". The left sidebar contains a navigation menu with items such as "SBOA Home", "About SBOA", "Units We Audit", "Career Opportunities", "Contact Us", "Forms, Publications & Resources", "Audit Reports", "Manuals", "Quarterly Publications", "Gateway" (circled in red), "Filed Annual Reports", "Guidelines for Independent Auditors", "Non-Governmental Entity Audit Process", "Electronic Forms", "Meeting Materials", "Electronic and Digital Signatures", "Valuation of Capital Assets", "Calendar", and "Resources". The main content area shows the "Gateway Annual Report" section, which includes a "Login to Live Site (for Local Officials)" link with the URL <https://gateway.ifionline.org/login.aspx>, a "Public Data Site" link with the URL <http://gateway.ifionline.org/>, and a paragraph explaining the new Annual Report system implemented in 2011. At the bottom, there is a banner for "Get an inside look into State Government Transparency.IN.gov" with a bar chart graphic.

Indiana State
Board of Accounts

SBOA > Gateway > Gateway Annual Report

Gateway Annual Report

Gateway
for government units

An Information for Indiana Data Site

Login to Live Site (for Local Officials) -
<https://gateway.ifionline.org/login.aspx>

Public Data Site - <http://gateway.ifionline.org/>

The State Board of Accounts has implemented the new Annual Report system beginning in 2011 through the Indiana Gateway for Government Units (Gateway), modernizing the way we collect and publish local government financial information.

Annual Report data will be available online for all to view. With this electronic data, user-friendly reports and interactive research tools will be placed online, increasing transparency and accessibility of local government financial information for the citizens and taxpayers of Indiana. Units of government and taxpayers will have tools to better understand the services local governments provide and the associated costs. With this resource, figures can be easily compared against other units, analyzed per capita, and put in the context of economic conditions. Financial data regarding 2011 receipts, disbursements, and balances have been added to the [Public Data Site](#) for those units that have submitted their Annual Reports. This same data will be available for the 2012 calendar year after the reporting deadline.

Gateway was developed as a collaborative project among the Department of Local Government Finance (DLFG), the State Board of Accounts (SBoA), and the Indiana Business Research Center (IBRC) at the Kelley School of Business through the Information for Indiana (IFI) initiative. Information regarding the Department of Local Government Finance portion of the Gateway (Budget Submission) can be found [here](#). Information about IFI is available [here](#).

Get an inside look into
State Government
Transparency.IN.gov

Annual Financial Report (AFR)

- How can I get help?
 - Email the SBOA Help Desk at:
annualreports@sboa.in.gov
 - Email IBRC Technical Support at:
ibrctech@iupui.edu